BTEC Assignment Brief

Qualification	Pearson BTEC International Level 3 Certificate in Hospitality Pearson BTEC International Level 3 Subsidiary Diploma in Hospitality Pearson BTEC International Level 3 Foundation Diploma in Hospitality Pearson BTEC International Level 3 Diploma in Hospitality Pearson BTEC International Level 3 Extended Diploma in Hospitality
Unit number and title	**Unit 18: Conferencing and Banqueting**
Learning aim(s)	**B:** Plan and set up for a function in conferencing and banqueting **C:** Carry out a function in conferencing and banqueting
Assignment title	**Supervise a Function**
Assessor	
Issue date	
Hand in deadline	

Vocational Scenario or Context	In your role of function supervisor, you plan, run and evaluate functions. Your manager informs you of the style and type of function, gives you a specification including the number of customers and their requirements. This will enable you to create a plan for the function. You will then have to be observed supervising a function according to the business's procedures. Finally, a review will be completed to ensure the business specification has been followed.
Task 1	The first stage will be the planning for a function for a client from a business specification. You will need to complete the planning documentation including for example: • Time plan • Catering requirements • Staffing • Venue set up • Legal considerations • Budget To complete the task, you will need to be observed by

	your assessor setting up, running and clearing down a function. You will be required to demonstrate a range of skills including: • Effective organisation and supervision • Customer service • Communication skills • Problem solving You will be observed by your tutor, who will produce a detailed observation record and give you feedback on your performance. The final part of this task is an evaluation of the planning and the success of the function against the original brief. Evidence should be used to make clear justifications for improvements.
Checklist of evidence required	Observation sheet Planning documents Written report

Criteria covered by this task:	
Unit/Criteria reference	To achieve the criteria you must show that you are able to:
B.D2	Evaluate the function planning and set up making suggestions for improvements.
C.D3	Evaluate how successful the function has been and recommendations for improvement in the form of a review.
B.M2	Demonstrate a high level of independence in planning and setting up of a function.
C.M3	Demonstrate a high level of independence in running of a function.
B.P3	Plan a function, according to the business specification.
B.P4	Set up a function according to the business specification.
C.P5	Run a function according to the business specification.
C.P6	Carry out the clear down and turn around the venue for next use.

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